

**Report Date:** 26 Mar 2015

**Summary Report for Individual Task  
805K-79R-4309  
Process a Renegotiation Request  
Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** The Senior Guidance Counselor (SGC) has assigned you a Future Soldier (FS) that wishes to renegotiate their enlistment contract. You have access to Guidance Counselor Resource Center (GCRC), MEPCOM Integrated Resource System (MIRS), Recruit Quota System (REQUEST) and all applicable regulations and publications. This task should not be trained in MOPP 4.

**Standard:** Perform a FS renegotiation IAW USAREC Regulation 601-96, Appendix L, with zero errors.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

### Performance Steps

1. Verify Future Soldier (FS) renegotiation has been approved by proper authority via GCR workflow process, and that UF 1035 is present if required.
2. Log into REQUEST.
  - a. From the Process Applicant Tab, enter FS social security number (SSN) and select "Reno Reservation".
  - b. Assist FS in selecting new Military Occupational Specialty (MOS) and enlistment options.
  - c. Verify FS qualifications for MOS selected.
  - d. Complete renegotiation, selecting proper renegotiation code for approval authority.
  - e. Complete new DD Form 1966 and annexes IAW AR 601-210.
  - f. Provide FS a copy of new reservation and annexes.
  - g. Notify MEPCOM to update ship date.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the Soldier experience minor difficulty. Consider directing self-study or OJT for Soldiers who experience major difficulties in task performance.

**Evaluation Preparation:** This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified Future Soldier (FS) renegotiation has been approved by proper authority via GCR workflow process, and that UF 1035 is present if required.			
2. Logged into REQUEST.			
a. From the Process Applicant Tab, entered FS social security number (SSN) and selected "Reno Reservation".			
b. Assisted FS in selecting new Military Occupational Specialty (MOS) and enlistment options.			
c. Verified FS qualifications for MOS selected.			
d. Completed renegotiation, selected proper renegotiation code for approval authority.			
e. Completed new DD Form 1966 and annexes IAW AR 601-210.			
f. Provided FS a copy of new reservation and annexes.			
g. Notified MEPCOM to update ship date.			

### Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210 w Ch 3	ACTIVE AND RESERVE COMPONENTS ENLISTMENT PROGRAM	Yes	No
	PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	Yes	No
	USAREC REG 601-96	Enlistment, Accessions, and Processing Procedures	Yes	Yes

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None